

California Energy Commission



CLASSIFICATION: Energy Commission Supervisor II (TED)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$6,923.00-\$8,603.00

LOCATION: Energy Deployment & Market Facilitation Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

The incumbent works under the general supervision direction of the Energy Resources Specialist III (Managerial) for the Energy Deployment and Market Facilitation Office and will supervise staff supporting the Electric Program Investment Charge (EPIC) and Natural Gas (NG) programs in the Research Analysis unit. The incumbent is knowledgeable in the principals of the Division's diverse research, development and demonstration (RD&D) program, energy policy, contracting procedures, budget and database management, and inter-team management skills. The incumbent supervises and provides leadership to interdisciplinary staff that performs complex science, technology, economic and/or market analyses to support RD&D research. The incumbent will provide supervision and team lead over research planning and implementation, including implementation of Investment Plan(s); RD&D planning, contracting and grant award activities; developing and implementing innovative ideas, concepts and efforts to incubate new clean energy technology products/solutions through RD&D and market facilitation; conducting research and analysis on the benefits of research investments, policy impacts and opportunities for clean energy; participating in the development of the annual reports to the California Public Utilities Commission (CPUC); participating in scoping workshops for the development of the research Investment Plan(s); and participating in CPUC proceedings.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- Plans and directs the work of staff. Provide supervision for all assigned staff, which includes: individual motivation, performance review, career development and training. Prepares, reviews, and approves probation reports and annual performance appraisals; communicates with staff through routine team meetings; interviews and hires staff; reviews and approves promotions and other personnel actions; prepares and reports on research budgets and work plans; implements mechanisms to meet work plan objectives and maintains quality control of products; team building and motivation; meet with individual staff to review project status and address technical project issues, and prepares reports and meets with the Energy Resources Specialist III (Managerial) as often as necessary to review the status of the section and resolve issues, and makes recommendations to the Energy Resources Specialist III (Managerial), division management, Executive Office and Commission Policy Committees.

- Work with the Energy Resources Specialist III (Managerial), Division management, research program and technical leads, in planning the research goals, objectives, and budget; define workload requirements, schedules, and resource needs; respond to internal and external information requests; support Integrated Energy Policy Report and other Commission and Division policy and planning reports; and determine assignments and identify specific staff for assignments.
- Solicits input from stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify innovative ideas, concepts and efforts to incubate new clean energy technology products/solutions through RD&D and market facilitation; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the research program.

WORKING CONDITIONS:

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #350-297 and Position #3500-4058-002 in the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services (RPA 350-297)
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521

personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922